

Reminders for Completing the FY 2019 Performance Data Form: Module 1 (Grantee Survey)

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Families and Children (ACF) presented by APPRISE under contract to OCS

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Welcome:
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Welcome

- **Purpose of This Webinar**

- To provide a brief refresher on the requirements for the LIHEAP Performance Data Form – Module 1 (Grantee Survey).
- To provide LIHEAP Coordinators and staff with key reminders.

- **Audience for This Webinar**

- Coordinators who have previously completed the Grantee Survey.
- Fiscal staff and other staff that assist with completing the Grantee Survey.

Webinar Overview

- **Structure of The Webinar**

- 30 minutes to review key information.
- Slides available for download now under “Handouts” in the GoToWebinar Sidebar.
- The webinar is being recorded and will be published on the ACF YouTube channel.

- **Have a question?**

- You are encouraged to ask questions as you have them by typing them into the GoToWebinar “Question” box.
- Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.

Before We Begin

What Questions Do You Have on Completing the Grantee Survey?

The screenshot shows the GoToWebinar interface. At the top is a menu bar with 'File', 'View', and 'Help'. Below it is a sidebar with four icons: a right arrow, a phone, a document, and a hand. The main content area has two sections. The 'Audio' section has a phone icon, radio buttons for 'Computer audio' and 'Phone call' (selected), and text for 'Dial: +1 (562) 247-8422', 'Access Code: 978-261-249 #', and 'Audio PIN: 45 #'. Below this is a link 'Problem dialing in?'. The 'Questions' section has a text input field with the placeholder '[Enter a question for staff]' and a 'Send' button. At the bottom, it says 'Test', 'Webinar ID: 619-143-667', and the GoToWebinar logo.

Enter text here to ask a question.

If the sidebar is minimized, it will look like this:

Click this button to expand sidebar.



Presentation Outline

- | | | |
|----|---|-----------------|
| 1. | Reminders of Reporting Rules for Module 1
(Grantee Survey) | Slide 7 |
| 2. | Data Validation and Checks | Slide 9 |
| 3. | Common Reporting Issues & Reminders | Slide 12 |
| 4. | Final Reminders | Slide 19 |

Overview of the LIHEAP Performance Data Form

- The Performance Data Form is an annual report that all state grantees and the District of Columbia must submit to HHS.
- **Module 1 (the Grantee Survey)** allows OCS to report information to Congress about the sources and uses of LIHEAP funds.
- **There are no changes to the FY 2019 Performance Data Form.** The requirements are the same as those for the FY 2019 Performance Data Report.
- Grantees can review the prior instructions for reporting each item in the Performance Data Form:
<https://www.acf.hhs.gov/ocs/resource/liheap-action-transmittal-2019-01-performance-data-form-for-fiscal-year-2018>

Reminders of Reporting Rules for Module 1 (Grantee Survey)



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Reminders of Reporting Rules

- Grantees should...
 1. Report data according to the official instructions.
 2. Furnish information for the appropriate fiscal year reporting period.
 3. Provide a consistent report where total sources of funds equals total uses of funds.
 4. Explain any unique program features or nuances in the “Notes” section.

Data Validation and Checks



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Data Validations and Checks

OLDC Messages and Review Process

Checks in OLDC Prior to Submission

- Validation checks are programmed into OLDC, and a warning or error message will appear if a check fails. Please review these before you submit.
 - Warning Messages indicate data that may be correct, but require confirmation and additional explanation in the “Notes” section of the form.
 - Fatal Error Messages indicate inconsistent data that must be corrected before grantees are able to submit their report in OLDC.

Checks After You Submit

- APPRISE checks data following submission in OLDC and will e-mail grantees to alert them to any issues or questions based on their review.
- When your report is confirmed as complete, your liaison will accept it in OLDC.
- If you later identify a correction or change is needed, you will need to submit a revision in OLDC.

Data Validations and Checks

APPRISE Review

- APPRISE checks data in Module 1 (Grantee Survey) following submission in OLDC.
- Three types of checks:
 - 1. Internal consistency checks within the Grantee Survey**
 - Example = Do your total sources of funds equal your total uses of funds?
 - 2. Comparing to the Model Plan**
 - Example = Does the Maximum Annual Dollar Income for 4-Person Household that you report for each type of assistance match the eligibility standard specified in your Model Plan?
 - 3. Comparing to Other Reports**
 - Example = Did you report a carryover amount to FY 2020 consistent with the amount your reported in your FY2019 Carryover and Reallotment Report?

Common Reporting Issues & Reminders



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Common Reporting Issues

Reminder #1 – Report Obligations, Not Expenditures

- Section IV asks grantees to report on the uses of the LIHEAP funding that was available to your state in FY 2019.
- *Uses of Funds should include...*
 - All funds/awards that were obligated for use in LIHEAP during Federal Fiscal Year 2019 (October 1, 2018 – September 30, 2019).
 - The term "obligation" is as each state defines it. In some cases, obligated funds are not actually expended until after the end of the Fiscal Year.
- *Uses of funds should NOT include...*
 - Funds that were not obligated by the end of FY 2019 and will be returned to OCS.
 - Funds that were obligated in FY 2018, even if they were expended during FY 2019.

Common Reporting Issues

Reminder #2 – Consistency with Model Plan & Household Report

- If you reported assisting households with a type of assistance in your Household Report, you should be able to report the following for that type of assistance in your Grantee Survey:
 - **Total Funds Obligated for that Assistance in FY 2019**
 - **Average Household Benefit**
 - **Maximum Annual Dollar Income for a 4-Person Household**
- The Maximum Annual Dollar Income amount should be consistent with the standard you specified for eligibility in your Model Plan.
- Include notes to explain any nuances.

Common Reporting Issues

Reminder #3 – Reporting Carryover Amounts

- **What are “carried over” funds?**
 - The LIHEAP statute allows states to carry over up to 10 percent of funds payable to the state for a fiscal year for obligation in the following fiscal year.
- **What do I need to report?**
 - The FY 2019 Grantee Survey requires you to report two different carryover amounts:
 - 1) In the “Estimated Sources of LIHEAP Funds” section:
 - Funds Carried Over from the Previous Fiscal Year (e.g. from FY 2018)
 - 2) In the “Estimated Uses of LIHEAP Funds” section:
 - Unobligated Funds Carried Over to the Next Fiscal Year (e.g. to FY 2020)

Common Reporting Issues

Reminder #3 – Reporting Carryover Amounts

1. Funds Carried Over from the Previous Fiscal Year

- This is reported in Line 6 of Section III “Estimated Sources of LIHEAP Funds”.
- This field should include all unobligated FY 2018 funds carried over for obligation into FY 2019.
- This field is pre-populated by OCS using your prior year FY 2018 report.
- States should check the pre-populated amount and edit it if necessary to reflect the estimated amount of funds carried into FY 2019.
 - If you update Line 6, the OLDC system will provide a warning to alert you that your amount is now different from your prior FY 2018 report. Please include a note indicating you confirmed the amount you are reporting is correct.
 - If you update Line 6, you do not need to revise your prior submitted FY 2018 reports.

Common Reporting Issues

Reminder #3 – Reporting Carryover Amounts

2. Unobligated Funds Carried Over to the Next Fiscal Year

- This is reported in Line 7 of Section IV “Estimated Uses of LIHEAP Funds”
- This field should include all FY 2019 funds that were not obligated and were carried over to FY 2020.
- States should provide their best estimate of their carryover amount at the time the Grantee Survey is completed.
 - If the carryover amount you report in Line 7 does not match the carryover amount reported in the FY 2019 Carryover & Re-allotment Report, you must submit a revision to the FY 2019 Carryover & Re-allotment Report with the correct amount.

FY 2019 Grantee Survey

Reporting Reminders Cheat Sheet

Here are key reminders for you and your staff to successfully complete the FY 2019 Grantee Survey.

1. **Report obligations of funds.** *Remember to report how funds available in FY 2019 were obligated by your state. Do not include funds obligated before FY 2019.*
2. **Report on all types of assistance you provided.** *If your report differs from what was indicated in your FY 2019 Model Plan or FY 2019 Household Report, please explain this in the notes.*
3. **Report carryover amounts.** *Report your carryover amounts estimated at the time you complete the report.*
4. **Confirm that your total sources of funds equals your total uses of funds.** *You should report on all funds available and how those funds were obligated.*
5. **Add notes to explain unique program features or provide responses to OLDC warning messages.** *Notes help with understanding the report and minimizing report follow-up.*

Final Reminders



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Final Reminders

FY 2019 Report Status and Deadline

- There are no changes to the FY 2019 Performance Data Form. The requirements remain the same as those for last year's FY 2018 Form.
- The FY 2019 Performance Data Form is due in OLDC on **January 31, 2020**. This includes Module 1 (Grantee Survey) and Module 2 (Performance Measures).
- Remember that the Performance Data Form must be:
 - Entered in OLDC
 - Saved in OLDC
 - Certified by the appropriate person
 - Submitted by the appropriate person

Final Reminders

OLDC Resources

- OLDC is accessed through Grant Solutions.
- Log-in to Grant Solutions at <https://www.grantsolutions.gov/gs>
- Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
- If you need assistance, please contact Grants Center Of Excellence Systems Help Desk:
 - (202) 401-5282 or (866) 577-0771
 - help@grantsolutions.gov

Upcoming Training for the LIHEAP Performance Data Form

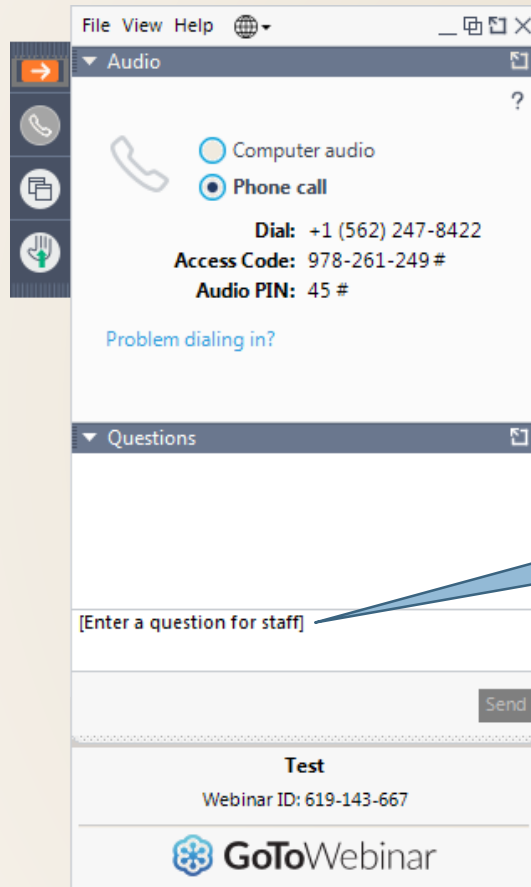
- This is the third of four webinars on completing the LIHEAP Performance Data Form.
- Upcoming Additional Webinar:
 - ***Webinar #4: Reminders for Completing Modules 2 & 3 (Performance Measures)*** – Monday January 21 at 3 PM ET

Final Reminders

Support Resources

- OCS liaisons
 - <http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- Grants Center Of Excellence systems Help Desk
 - help@grantsolutions.gov
 - (202) 401-5282 or (866) 577-0771
- APPRISE Team
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050
 - Jorge Mancilla, Jorge-MancillaUribe@appraiseinc.org; 609-252-9009
 - Elena Rubino, Elena-Rubino@appraiseinc.org; 609-252-8011
 - Georgios Anagnostopoulos, g-Anagnostopoulos@appraiseinc.org; 609-252-9055
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 - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647

GoToWebinar Question Box



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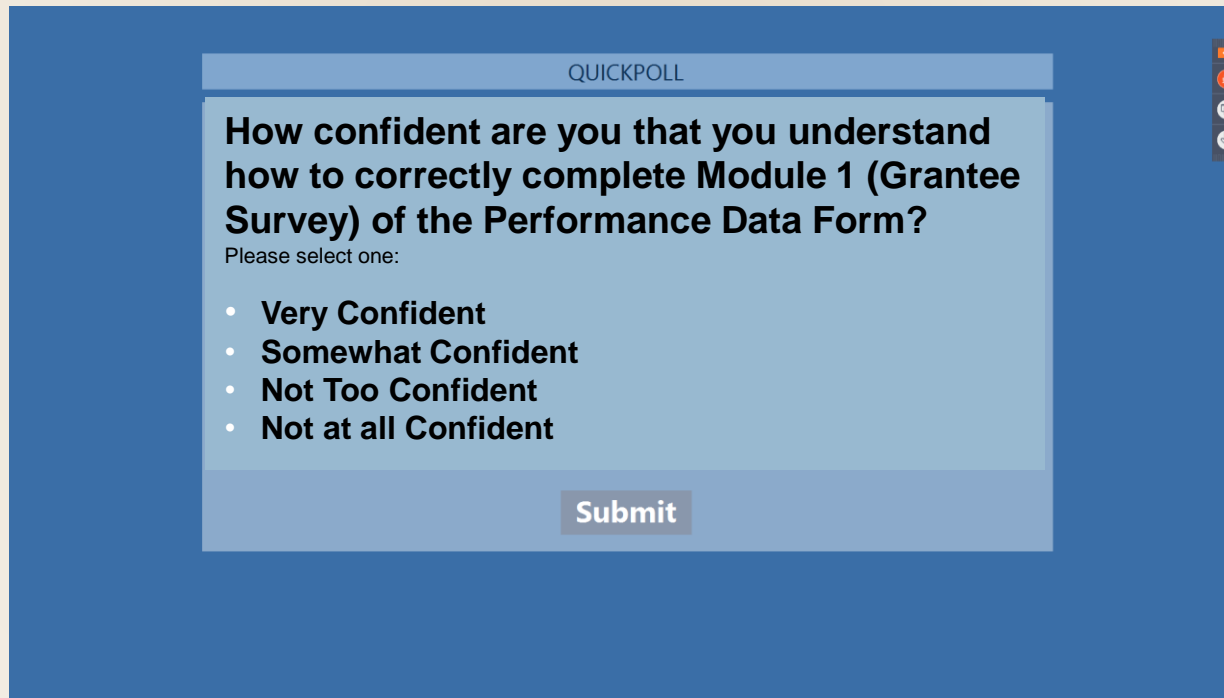
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Audience Poll Question #1

- How confident are you that you understand how to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?



QUICKPOLL

How confident are you that you understand how to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?

Please select one:

- **Very Confident**
- **Somewhat Confident**
- **Not Too Confident**
- **Not at all Confident**

Submit

The image shows a screenshot of a 'QUICKPOLL' interface. It features a blue header with the title 'QUICKPOLL'. Below the header, the poll question is displayed in bold black text: 'How confident are you that you understand how to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?'. Underneath the question, it says 'Please select one:'. There are four radio button options listed: 'Very Confident', 'Somewhat Confident', 'Not Too Confident', and 'Not at all Confident'. At the bottom of the poll area, there is a grey 'Submit' button. On the right side of the poll area, there is a vertical toolbar with icons for back, forward, and other navigation functions.

Audience Poll Question

- Review Audience Responses